



Job Title: Residential Counselor

Reports To: Progress House Inc. Residential Program Manager

Job Overview:

Residential Counselors are responsible for providing direct client care in compliance with the mission of Progress House Inc. The Residential Counselor is responsible for managing all aspects of treatment including intake, assessment, treatment planning and discharge planning.

Responsibilities and Duties

Specific duties include, but are not limited to:

- Conducting client admissions including orientation, intake assessment, drug screen, medication management protocols and recurring assessments, secure search/storage of personal property.
- Proficient documentation in Progress House client files (both electronic and paper)
- Facility walk-throughs and maintaining control of care environment establishing a consistent presence and awareness of client behavior.
- Enforcing policies and procedures
- Maintaining cleanliness of facility and food preparation as needed.
- Facilitating groups, program activities, and maintaining client schedules.
- Delegation of necessary tasks to support staff and fulfilling support staff duties as needed.
- Recurring assessment, interaction, observation, and documentation of client progress.
- Communicating thoroughly and accurately verbally and via shift notes to ensure continuity of high quality of care.
- Crisis Intervention.
- Conducting client discharge, returning client personal items, following medication procedures, coordinating client transportation and continuity of care with next level of care environment and/or facility.
- Follows all policies and procedures with regard to client information protection, including (42 CFR Part II) and HIPAA (45 CFR)
- Maintaining effective, collaborative relationships with the community, including hospital, law enforcement, treatment programs and funders
- Attend trainings, facility staffing's and organizational meetings, as required by Progress House
- Other duties as required

Qualifications:

- Completion of Progress House Training Protocol
- Minimum High School Graduate or GED.
- 2 years college preferred with emphasis in Human Services.
- Current Certification (or Registration) as Substance Use Disorder Counselor in California



- Ability to pass background check
- 1-2 years' experience in the field of recovery or equivalent human services work experience preferred.
- Prior experience in residential treatment environment highly desired
- Computer Literacy in doc, spreadsheet, and email
- Valid Driver's License
- CPR/First AID/Current TB test
- Knowledge of Substance Use Disorder and demonstrated ability to deal with individuals non-judgmentally and with care and compassion

PHYSICAL DEMANDS:

Language Skills: Ability to read, analyze, interpret and evaluate information presented in professional publications, referral documents and similar materials. Ability to write clearly and cohesively and to present information effectively both orally and in writing.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions from a wide variety of data and deal with several abstract and concrete variables.

Physical Demands: Ability to climb stairs; facility does not have elevator. While performing the duties of this job, the employee is regularly required to: sit; use hands to finger, handle or feel objects, implements or office equipment; talk and hear; stand and walk, reach with hands and arms; stoop or kneel. Employee may occasionally lift up to 20 pounds or assist in lifting clients in emergencies. May work at keyboard intermittently throughout the day. Specific vision abilities required by this job include close, distance and color vision and the ability to adjust focus. .

CONDITIONS OF EMPLOYMENT: Job offer is contingent upon results of pre-employment drug screen and compliance with TB test requirements. Progress House Inc. is a drug-free workplace, and all employees are subject to random, as well as for cause, drug screening. Employees must show no evidence of misuse of alcohol or other drugs while employed by Progress House Inc.

DISCLAIMER: Progress House Inc. reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including primary responsibilities, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

Employee Signature

Date

Human Resource Signature

Date